

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

HUMAN RESOURCES INTERN **Human Resources Department**

The Human Resources intern with the Office of the Indiana Attorney General (OAG) will be exposed to every facet of the H.R. operation, spending time with each H.R. professional on a regular basis. The information below includes, but is not limited to, responsibilities the intern will perform and the skills which will lead to success in this pro bono internship position.

Primary Responsibilities

- Research diverse topics, both online and via employee files
- Assist with the OAG Summer Law Clerk program
- Assist with various benefits-related programs and initiatives
- Participate in employment interviews for various positions with the OAG
- Assist with pre-employment procedures, to include reference checks, coordination of criminal background checks, scheduling interviews, as necessary
- Assist constituents in-person, via email and on the telephone
- Communicate with other divisions of the OAG, as necessary
- Other duties as assigned

Skills/Requirements

- Ability to maintain absolute confidentiality at all times, without exception
- Degree or active pursuit of a degree in Human Resources preferred
- Excellent verbal and written communication skills required
- Teamwork mentality; willingness to work on any project/task as directed
- Passion and true interest in the Human Resources field
- Excellent attendance, to ensure projects remain on completion schedule